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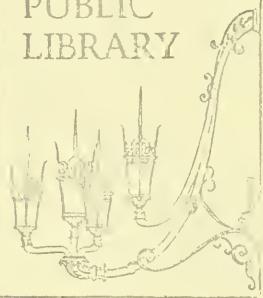
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HISTORIC PROPERTIES SURVEY MANUAL



Massachusetts Historical Commission

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Published by the
Office of the Secretary of the Commonwealth
Massachusetts Historical Commission

Paul Guzzi, Secretary of the Commonwealth
and Chairman, Massachusetts Historical Commission
Elizabeth Reed Amadon, State Historic Preservation Officer and
Executive Director, Massachusetts Historical Commission

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Distributed 1976



PAUL GUZZI
Secretary of the
Commonwealth

The Commonwealth of Massachusetts

Office of the Secretary

Massachusetts Historical Commission

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ANNOUNCEMENT

The Massachusetts Historical Commission's newly published "Historic Properties Survey Manual" is now available. A copy for your commission is enclosed. Additional copies are available upon request.

As the inventory is the basis of any sound preservation program, we would encourage those commissions that have not as yet become involved with the inventory effort to do so as soon as possible. The "Historic Properties Survey Manual" is intended to assist you in developing your inventory approach and completing the inventory forms. (Standard inventory forms are available from the Massachusetts Historical Commission.)

We would encourage the commissions that have been actively involved in inventorying to review their inventories. Each inventory of historic assets should reflect the whole of the community's history and the full range of its architecture. Suggested criteria for judging the comprehensiveness of an inventory of historic assets include period (representation in the inventory of properties significant in each era of the community's development, i.e., 17th-20th centuries); theme (representation in the inventory of properties associated with each aspect of the community's development, i.e., military affairs, political affairs, education, technology etc.); property category (representation in the inventory of all types of properties, i.e., area, building, monument, archeological site, burial ground, structure (forms A-F)); and geographic distribution (representation in the inventory of properties throughout the community). Properties representing all phases of the community's development as well as its people should be considered. In particular, the contributions of immigrant groups should be explored more fully in most communities.

A member of the Commission's staff would be happy to meet with the commission in your community to discuss the progress of your inventory effort. We hope you will take advantage of our regional workshops to meet with our staff and share the experiences of other local commissions. The workshops are scheduled as follows:

March 13, 1976	Plymouth
April 3, 1976	Newburyport
April 24, 1976	West Brookfield
May 22, 1976	Williamsburg
June 12, 1976	Westfield

Please be on the lookout for the workshop invitation and registration form.

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HISTORIC PROPERTIES SURVEY MANUAL

Introduction

In 1963 Massachusetts recognized the importance of recording the historic resources of the Commonwealth through enactment of legislation which created the Massachusetts Historical Commission. One of the responsibilities with which the commission was charged was the compilation of an inventory of the historic assets of the Commonwealth. In 1966 the Federal government broadened its span of concern with man-made environment by passage of the National Historic Preservation Act. This act established the National Register of Historic Places, provided a program of matching grants-in-aid to the states for historical surveys and planning and for preservation projects, and established the Advisory Council on Historic Preservation. In 1971 the Massachusetts legislature amended the powers of the Massachusetts Historical Commission to allow the development of surveys and plans in accordance with the requirements of the Federal historic preservation act. The commission was designated as the sole agency of the Commonwealth responsible for the administration of that act, including the matching grants-in-aid.

Although the state recognized the value of preserving the man-made environment, it did not provide sufficient funding to implement adequately a program which would systematically identify, protect, and preserve the most important historic properties. At the same time the state acknowledged the importance and value of local community involvement in historic preservation. Passage of enabling legislation (Chapter 40, Section 8d) in 1963, permitting the establishment of local historical commissions in cities and towns, placed equal responsibility for recording the historic resources of the state at the municipal level, thereby providing a practical resolution to the problem of developing a comprehensive statewide inventory. Implementation of the Massachusetts Historical Commission's philosophy of "grass roots" involvement in preservation is possible in part because of the existence of these local historical commissions which have generated local input and initiative for the identification and protection of historic properties. This philosophy has been accepted and recognized at local, state and national levels as an effective and successful approach to historic preservation.

During the last decade local historical commissions have been established in over one-half of the state's cities and towns. Many of these commissions have begun or completed inventories of the historic properties in their communities. Properties which have been properly documented and recorded in the state inventory must be considered in any state or Federal project planning. As the opportunities increase for environmental review by the Massachusetts Historical Commission of these proposed public projects, so does the need for comprehensive community inventories. An historic property cannot benefit by these review procedures unless its location, appearance and significance are known and recorded in the state inventory. Those communities which have developed inventories have been able to participate in the National Register program which not only affords protection but also allows owners of National Register properties to apply for National Park Service matching grants-in-aid.

This manual is intended to provide guidance and direction to local historical commission members and to other interested organizations in conducting surveys and the use of recording techniques. We hope this manual will help to clarify inventory methods as well as encourage inventory efforts in each community in the Commonwealth.

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Chestnut Street, Salem

The Inventory

The inventory is the first and the essential step in preservation. It provides a record of the areas, buildings, monuments, sites, burial grounds and structures which are of historical, architectural, or archeological significance to the community, or which form an important part of its physical environment.

■ PURPOSE

1. The inventory is the basis of all local preservation planning and its findings should be incorporated into the community's master plan. This would provide the local planning board, traffic committee, conservation commission and other municipal agencies with information about historic properties which should be considered in all community planning.
2. The inventory provides the information with which the Massachusetts Historical Commission can help to defend historic properties from adverse effect caused by publicly funded or licensed projects, such as highway construction, urban renewal, and subsidized housing. Under current state and Federal legislation, public agencies are required to consider all historic properties in the vicinity of a proposed project and to incorporate the findings into an Environmental Assessment Form or an Environmental Impact Statement which is then reviewed by the Massachusetts Historical Commission. The Commission can comment on and help to defend only those historic properties which have been properly documented and recorded in the state inventory.
3. The inventory provides the basis by which the local historical commission or other local group conducting the inventory can determine the priorities for suggesting properties to the Massachusetts Historical Commission for nomination to the National Register of Historic Places. The inventory also provides the basis for the Commission's evaluation of potential National Register properties both in relation to other properties in the community and to comparable properties in the state.
4. The inventory provides the basis for a local decision by an historic district study committee on which area or areas in the community should be considered as potential historic districts under Chapter 40C of the General Laws.
5. The inventory becomes part of the State Historic Preservation Plan and is considered in all state planning.
6. The inventory provides the material for a comprehensive community history

■ PARTICIPATION

A survey of a community's historic properties should be instigated and coordinated by the local historical commission which should assume the major responsibility for conducting the survey and recording the material, as provided for under Chapter 40, Section 8d of the General Laws. Participation in the inventory effort by organizations and individuals other than the local historical commission members should be encouraged, not only to obtain valuable expertise but also to encourage widespread involvement in historic preservation and to heighten the awareness of the man-made environment within the community and throughout the state.

Because of the legal limitation on the number of local historical commission members and the man-hours necessary to conduct a comprehensive inventory, the employment of professional assistance is recommended when possible. Often the three to seven members of the local historical commission can devote only limited time to the survey demands. This suggestion does not mean to imply that an active and enthusiastic local historical commission cannot conduct a successful inventory without outside assistance. However, with capable volunteers and/or paid professionals a comprehensive inventory can be completed in less time.

Already established organizations should be consulted, such as:

Local and regional planning agencies who can not only coordinate overall planning aims with specific historic preservation values but can also often supply special tools needed such as maps.

Local historical societies whose members and archives are an invaluable resource.

Conservation Commissions with whom the local historical commission should coordinate efforts to assure the protection and enhancement of both the man-made and natural environments.

League of Women Voters, Junior League, Chambers of Commerce who are a valuable source of locally concerned manpower.

Students, elementary, secondary or college level students whose curriculum in specialized courses such as history or photography can be directed toward a contribution to the community survey effort. The cooperation can be mutually beneficial to both the student and the local historical commission. Early awareness of the man-made environment and cultural resources is necessary if historic preservation of those resources is to be carried on by future generations.

■ PROPERTY CATEGORIES

Areas, buildings, monuments, sites, burial grounds, and structures which are historically, architecturally, or archeologically significant to any period in the development of a city or town should be inventoried. A comprehensive inventory should include any historic property that the community does not wish to lose, or the destruction of which would significantly alter the character of a part of the community.

The Massachusetts Historical Commission has developed standard inventory forms for six categories of properties:

Form A	-	Area
Form B	-	Building
Form C	-	Monument
Form D	-	Site, Archeological/Historic
Form E	-	Burial Ground
Form F	-	Structure

Definitions and Examples

Area

A group of buildings, structures, sites and their settings, the destruction, alteration or loss of which would irrevocably impair the historic atmosphere and environment of the community. An area may be defined in greater detail as a significant concentration or linkage of buildings, structures, or sites and their settings which is geographically definable and unified by an historical or prehistorical association; an association with a past event; uniformity of architecture; its representation of a period of historical or architectural development or evolution; and which preserves enough of the above characteristics to maintain the atmosphere of an earlier time.

Examples

Group of buildings surrounding town common, green, square, or village center.
Mill or factory complex.
Group of buildings of similar, harmonious, or representative architectural styles.
Group of buildings, sites, structures connected with an historical event.

<u>Building</u>	A structure created to shelter any form of human activity, by nature or design intended to be immovable.																							
<u>Examples</u>	<table border="0"> <tr><td>residence</td><td>fire/police station</td></tr> <tr><td>church/meeting house</td><td>town/city hall</td></tr> <tr><td>railroad station</td><td>commercial building</td></tr> <tr><td>educational building</td><td>lighthouse</td></tr> <tr><td>library</td><td>club/fraternity</td></tr> <tr><td>school</td><td>mill/factory</td></tr> <tr><td>college/university</td><td>military building</td></tr> <tr><td>governmental building</td><td>inn/tavern/hotel</td></tr> <tr><td>custom house</td><td>hospital</td></tr> <tr><td>registry</td><td>theater</td></tr> <tr><td>post office</td><td>stadium</td></tr> </table>		residence	fire/police station	church/meeting house	town/city hall	railroad station	commercial building	educational building	lighthouse	library	club/fraternity	school	mill/factory	college/university	military building	governmental building	inn/tavern/hotel	custom house	hospital	registry	theater	post office	stadium
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school	mill/factory																							
college/university	military building																							
governmental building	inn/tavern/hotel																							
custom house	hospital																							
registry	theater																							
post office	stadium																							
<u>Monument</u>	An object set up to keep alive the memory of a person or event; stone shaft or other object set in earth to mark a boundary, etc. Usually permanently located.																							
<u>Examples</u>	<table border="0"> <tr><td>marker</td><td>statue</td></tr> <tr><td>tablet</td><td>milestone</td></tr> <tr><td>pillar</td><td>fountain</td></tr> <tr><td>religious shrine</td><td>group composition</td></tr> </table>		marker	statue	tablet	milestone	pillar	fountain	religious shrine	group composition														
marker	statue																							
tablet	milestone																							
pillar	fountain																							
religious shrine	group composition																							
<u>Site</u>	The location of an event, and/or the location of the incomplete remains of a building, structure, or object.																							
<u>Examples</u>	<table border="0"> <tr><td>battleground</td><td>training field</td></tr> <tr><td>Indian remains or ruins</td><td>incomplete remains of building or structures.</td></tr> </table>		battleground	training field	Indian remains or ruins	incomplete remains of building or structures.																		
battleground	training field																							
Indian remains or ruins	incomplete remains of building or structures.																							
<u>Burial Ground</u>	A place for the interment of the dead; cemetery, graveyard. Cemeteries are protected under Chapter 114, Section 17 of the General Laws and need not be recorded in detail except for the local historical commission's own records.																							
<u>Structure</u>	A work constructed by man and only occasionally or incidentally for his shelter.																							
<u>Examples</u>	<table border="0"> <tr><td>aqueduct</td><td>path/road</td></tr> <tr><td>bridge</td><td>garden structure</td></tr> <tr><td>canal/dam</td><td>windmill</td></tr> <tr><td>tunnel</td><td>fort</td></tr> <tr><td>ship/train</td><td>pound</td></tr> <tr><td>carousel</td><td></td></tr> </table>		aqueduct	path/road	bridge	garden structure	canal/dam	windmill	tunnel	fort	ship/train	pound	carousel											
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canal/dam	windmill																							
tunnel	fort																							
ship/train	pound																							
carousel																								

Specific inventory considerations

1. Works of known builders, architectural firms, architects.
2. Noteworthy or rare examples of commercial, industrial, institutional, or transportation buildings.
3. Noteworthy or rare examples of any architectural style, period or method of construction.
4. Churches of outstanding architectural or historical significance.
5. Properties connected with significant events in political, military, economic, scientific, cultural, or social history.
6. Homes or places related to significant activities or personages noteworthy to the community.

Thematic considerations

All aspects of the community's past development should be considered in a comprehensive inventory of the community's historic properties. When possible, the inventory should include properties having important historical association in the following fields:

Aboriginal	Exploration/Settlement
Agricultural	Industry
Architectural	Military
The Arts	Political
Commerce	Religion
Communication	Science/Invention
Conservation	Social/Humanitarian
Education	Transportation

These themes appear on the back of the Form B with space to elaborate on each theme checked.

The Inventory Effort

With the need for a comprehensive inventory established and with a general idea of the types of properties that should be included in the inventory, the organization of the survey should now be considered.

The persons undertaking the survey effort should develop a plan which will outline the inventory approach. All comprehensive inventorying should include field survey, research, and processing. An assessment of the community by the local historical commission members and other persons involved in the survey will determine the best way to organize the survey in a specific community. An overall review of the city's or town's history and development including use of historical maps should precede the field survey and more intensive research to document properties should follow the field survey. All of the survey team can participate in each aspect of the survey effort or individual members can be assigned to specific functions (research, photography, processing). The approach to this will depend upon the talents of the survey team members. An approach which involves distributing inventory forms to individual property owners for completion is not recommended. The results of this approach are generally unsatisfactory.

■ FIELD SURVEY

Field surveying is the search for and the recording of areas, buildings, monuments, sites, burial grounds and structures of historical, architectural, or archeological significance. Essential equipment for conducting a field survey includes:

1. Inventory forms A - F and manuals
2. Camera
3. Modern street map and historical maps

The field survey should encompass the entire community, except for modern development. The survey team should divide the community into sections with each member assigned to one or more sections. This approach will avoid duplication of effort. Sections can be defined arbitrarily or may correspond to political or zoning boundaries. Sections can also be based on the development pattern of the city or town as determined from the review of early maps. Consultation with the planning department might provide information about future development patterns and indicate those areas which should be given priority in the overall inventory effort.

The survey team should record areas, buildings, monuments, sites, burial grounds and structures of architectural or known historical significance. (If the architectural value of a building is in question, it is better to record the building. It can be deleted from the inventory at a later time.) When an area is being recorded, each significant property within the area should be recorded on an individual survey form (forms B - F.) The field survey provides the map location, a photograph, and the physical description of each property. The map location and physical description sections of the inventory form should be completed during the field survey. The photograph will be attached to the inventory form after the film has been processed.

The field survey should result in a group of partially completed draft inventory forms (including map location, photograph, and physical description). Historical research must now be completed to document the significance of those properties identified during the field survey. Research at this point will reveal additional properties which should be included in the inventory.

Photography

A good photograph of a property is an essential part of an inventory form. It provides the only visual record of the property, which is necessary in the processing of the inventory in the Massachusetts Historical Commission's office, and is the best record of the condition of the property at a certain point in its history. The following are a few suggestions to facilitate the photographing of properties to be included in the inventory.

Equipment. Any camera, Instamatic, view-finder, 35mm, in good working condition is suggested. We do not recommend using Polaroid because there is no surviving negative, and the prints fade. Black and white film is preferable for archival records because black and white prints last longer than color prints. Black and white film is also much cheaper to purchase, develop, and print.

Permission. The owner's permission is not necessary when a property is photographed from a public way, since photographs made from a public way are in the public domain. Owner's consent must be obtained if the surveyor steps onto private property to photograph.

What to photograph. For the Form A (area), take a streetscape of as much of the area as possible; if necessary, take more than one. For the Form B (building), take at least one photograph showing as much of the building as possible, allowing a slight margin because a print never includes all of the negative. It is best to take the picture from a front corner angle to show the facade, part of a side elevation, and the roof line. Be sure to get the whole building in

the viewfinder; avoid taking only one part of the building or including too much of the surrounding landscape. (see illustrations on opposite page.)

When to photograph. If possible, photographs should be taken in the fall, winter, or spring when the foliage does not obstruct a good view of the structure.

Number of photographs needed. If there are significant out-buildings, a separate photograph showing their proximity to the main structure is desirable. Separate photos should also be taken of significant architectural details, such as doorways, rooflines, porches, etc., if they constitute the property's significance and if they are obscured in the general photograph.

Keeping a record. It is helpful to list and describe each photo as it is taken. This record will help to identify the print correctly after development. This list should include simply the number of the film roll plus the individual photo taken on that roll. (i.e. Roll I, photos 1 - 12, 1 - 20, or 1 - 36 depending on the number of exposures.) The individual photographs can be identified by the address and description of the property. (see illustration below.) The photo identification number should be written on the inventory form at the time the photograph is taken.

I - 1 235 Main Street, facade and south elevation

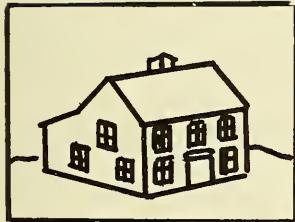
I - 2 Route 116, St. Stephen's Church, facade

I - 3 Route 116, St. Stephen's Church, doric portico

I - 4 19 Ship Street, facade

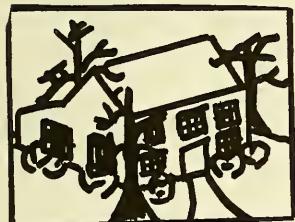
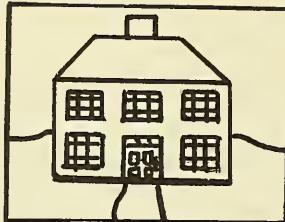
I - 5 19 Ship Street, house and barn

After development of the roll of film, the photo identification number should be placed on all the negatives. Any print developed from a negative should have the corresponding negative number pencilled on the back. The photo number should be indicated on the inventory form.



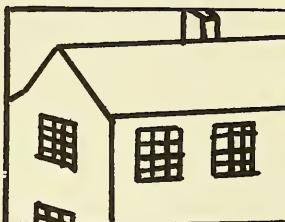
CORRECT: Showing an unobstructed view on an angle.

INCORRECT: A full frontal view reveals nothing of the side elevations.

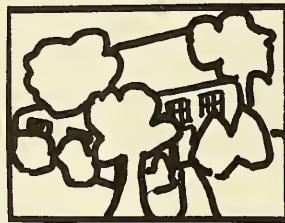


CORRECT: A winter shot of a heavily landscaped property allows an acceptable view of the structure.

INCORRECT: Too close up, not giving a full view of facade or elevation.



INCORRECT: Dense foliage in summer obstructs a good view of the structure.



■ RESEARCH

Historical research

This aspect of the survey effort involves research to document the significance and dates of historic properties. Historical research is the examination of all historical and architectural source material in order to find and record historical, architectural, and locational information about any area, building, monument, site, burial ground, or structure important to the town or city or its development. Research into town histories or other sources will uncover properties which should be included in the inventory. As much information as possible should be provided with each inventoried property. Concise and accurate information will enable the Massachusetts Historical Commission to evaluate a property in relation to other inventoried properties. Research will also provide the statements of significance needed to argue for the protection of an historic property and will allow sound reasons to be developed for this preservation effort.

Historical source material includes:

newspapers, periodicals, directories, tax lists, vital statistics,
books, booklets, catalogs;
atlases, maps;
dated prints, photographs, paintings;
deeds, assessor records, probate records, building records,
church records, cemetery records;
genealogical information, letters, diaries, verbal accounts.

These source materials can be found at public libraries, schools, town or city halls, municipal office buildings, registries, courthouses, historical societies, historical commissions, cemetery commissions, etc. The amount of information provided on the inventory form will depend on the value of that property to the city or town as perceived by the local historical commission. The Massachusetts Historical Commission does not expect the survey team to research thoroughly each and every property inventoried by use of deeds and other records. Deeds are not good sources for determining the construction date of a building because buildings are generally not described sufficiently in the deed to ascertain that the building mentioned is the same as the one now standing. If deed research is undertaken and the owners identified, then other sources should be consulted to determine how those owners contributed to the development of the community. Merely listing the owners of a property on the inventory form does not constitute a statement of significance.

Geographical research

Geographical research is the chronological comparison of maps and atlases in order to identify and record on a modern map the date, or an approximate date, when roads within a community were laid out; the location and approximate date of buildings, sites, structures, and areas near or on these roads; late 19th century areas of development within a community; and the location of properties which may be specifically mentioned on historic maps or atlases.

Geographical research may also provide ownership information.

Geographical research source material includes all obtainable old maps and atlases. Keep in mind, however, that many early maps contain errors and sometimes do not show all the structures that might have existed at the time. Geographical research done prior to the field survey can pinpoint areas that should be given priority by the survey team. Geographical research done after the field survey can help to document the dates of properties recorded during the field survey.

■ PROCESSING

All information pertaining to each inventoried property is processed for quick and easy retrieval. Processing includes assigning inventory numbers, locating all inventoried properties on a permanent modern base map, indexing negatives, completing the inventory forms, and filing the information. The local historical commission should have a modern map as a permanent base map and all inventoried properties should be indicated on this base map using the inventory numbers. The inventory number will be indicated on the inventory form in the upper right hand corner.

Assigning inventory numbers

Each building, monument, site, burial ground, and structure should be assigned an identifying inventory number and each area should be assigned an identifying letter. These inventory numbers and letters should be written on the inventory form in the upper right hand corner as well as on all photographs and supplementary material pertaining to the inventoried property. (The inventory number should also be mentioned in any correspondence concerning the property.) The inventory number is not the same as the photo identification number which was assigned during the field survey. To avoid confusion, NO NUMBER OR LETTER SHOULD EVER BE USED MORE THAN ONCE WITHIN A COMMUNITY. The numbering system should be kept as simple as possible both for easy reference and to facilitate mapping. For example, a city or town in which several areas (A,B, and C) and numerous individual properties

have been inventoried might have a numbering system as follows:

Area A	Inventory forms	1 - 11
Area B		12 - 20
Area C		21 - 40
Isolated properties		41 - 60
*Cemetery		806

*The Massachusetts Historical Commission has adopted a numbering system which designates cemeteries as 800's and monuments and structures as 900's. This makes their identification on the map easier.

Sketch maps

Each inventory form has a space in which a sketch map should be drawn to identify the property location. The sketch map should be done during the field survey and finalized during processing. This map is extremely important because it provides an enlarged version of the area and locates exactly each inventoried property. It is essential that the Massachusetts Historical Commission be able to locate the properties that the local historical commission wishes to be protected. The sketch map is also important because it would be impossible for the state commission staff to place on its small scale U. S. Geological Survey map (1":2000") all of the inventory numbers of properties recorded within an area, especially if the area includes an intense concentration of significant properties. A properly prepared sketch map is important even if the local historical commission uses a large scale permanent base map. Also, the Commission requests that a street map (modern) with index accompany the submission of the first group of completed inventory forms.

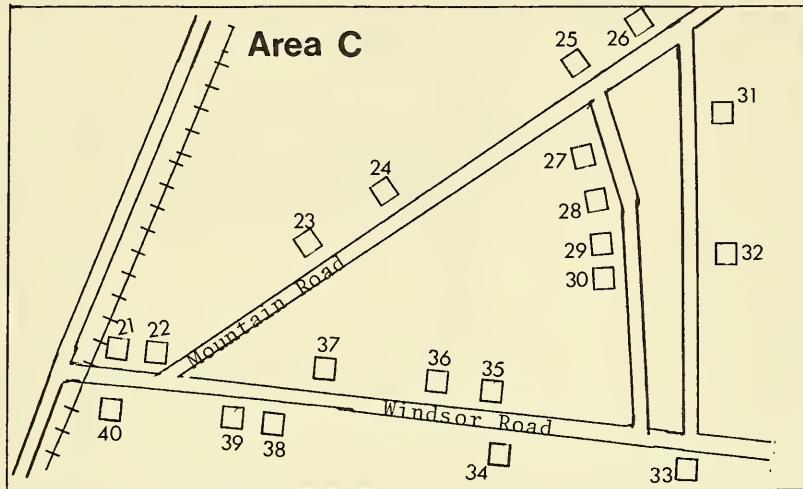
When preparing a sketch map the following general rules should be considered:

1. Label all streets and give route numbers.
2. Show nearest intersection and/or natural feature.
3. Indicate all properties between nearest intersection and/or natural feature and inventoried property.
4. Circle inventoried property.
5. Show building in relation to any schools, churches, cemeteries, railroad tracks, and city halls (these are indicated on the U.S. Geological Survey map).
6. Always indicate north.
7. Each significant property for which an individual inventory form has been completed should be circled on an area sketch map.

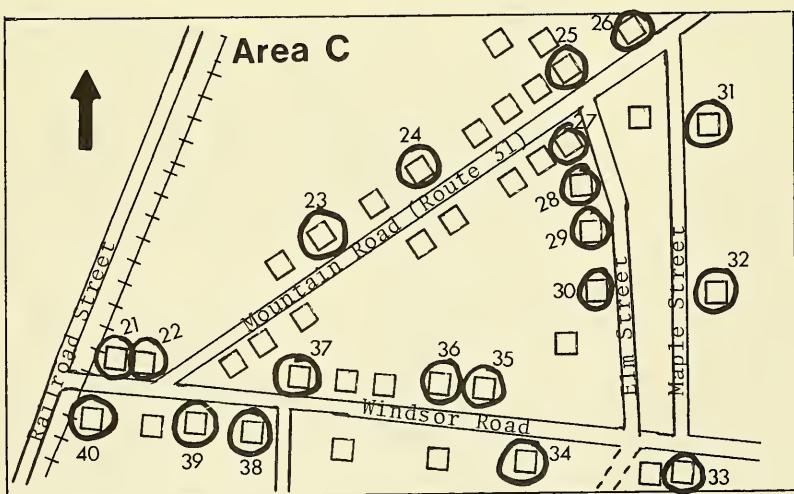
The illustrations on this and the following two pages show incorrect and correct ways to prepare sketch maps. The letters and numbers used in these illustrations correspond to the numbering system shown on the sample U. S. G. S. maps on pp. 21 - 22.

Sketch map for area in rural community Area C (21 - 40)

incorrect:

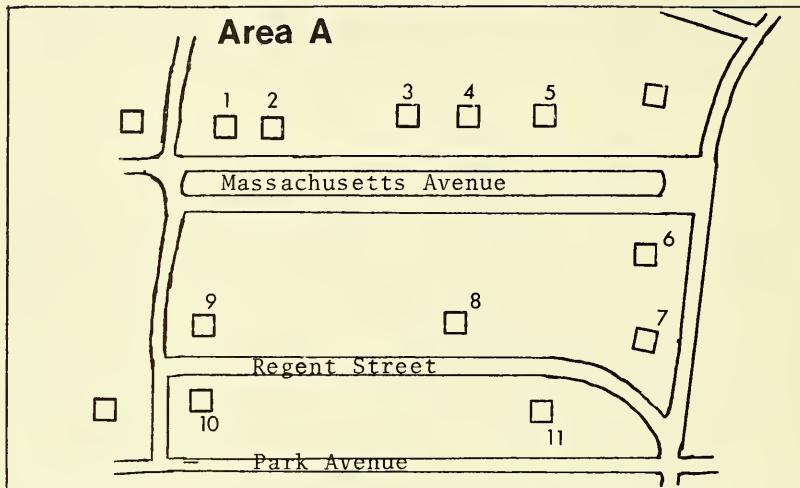


correct:

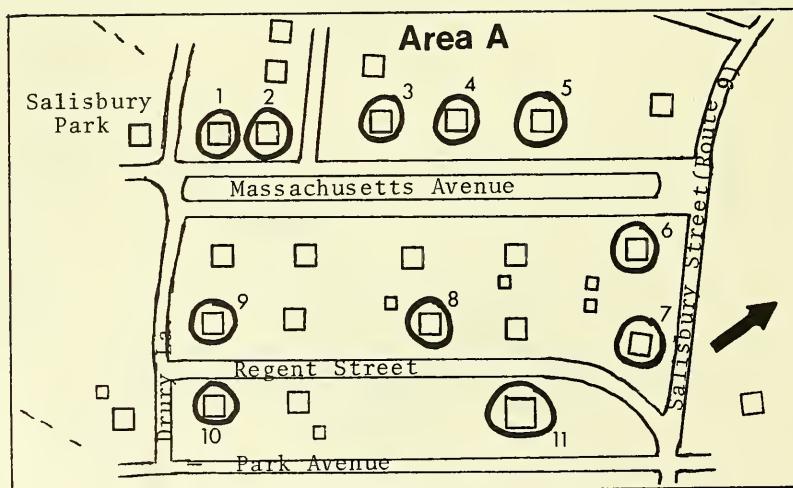


Sketch map for area in urban community Area A (1 - 11)

incorrect:

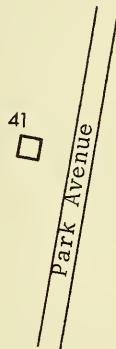


correct:

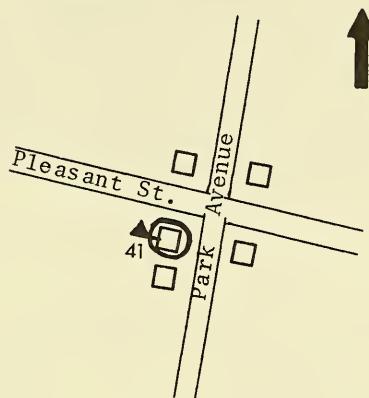


Sketch map for individual properties Inventory #41 and #42

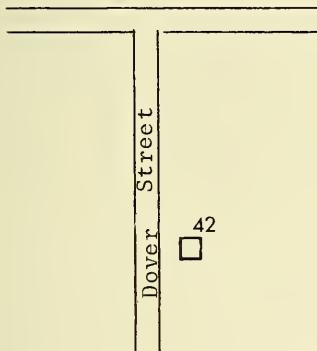
incorrect:



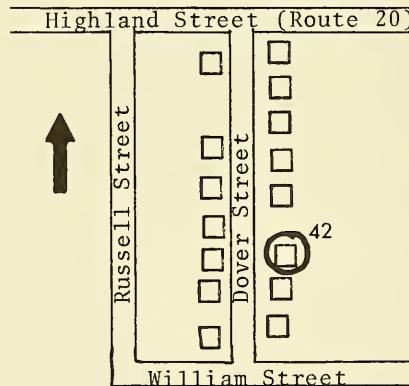
correct:



incorrect:



correct:



The information on the sketch maps should be transferred to the permanent base map when the locations have been verified and the numbering system finalized.

Small scale map

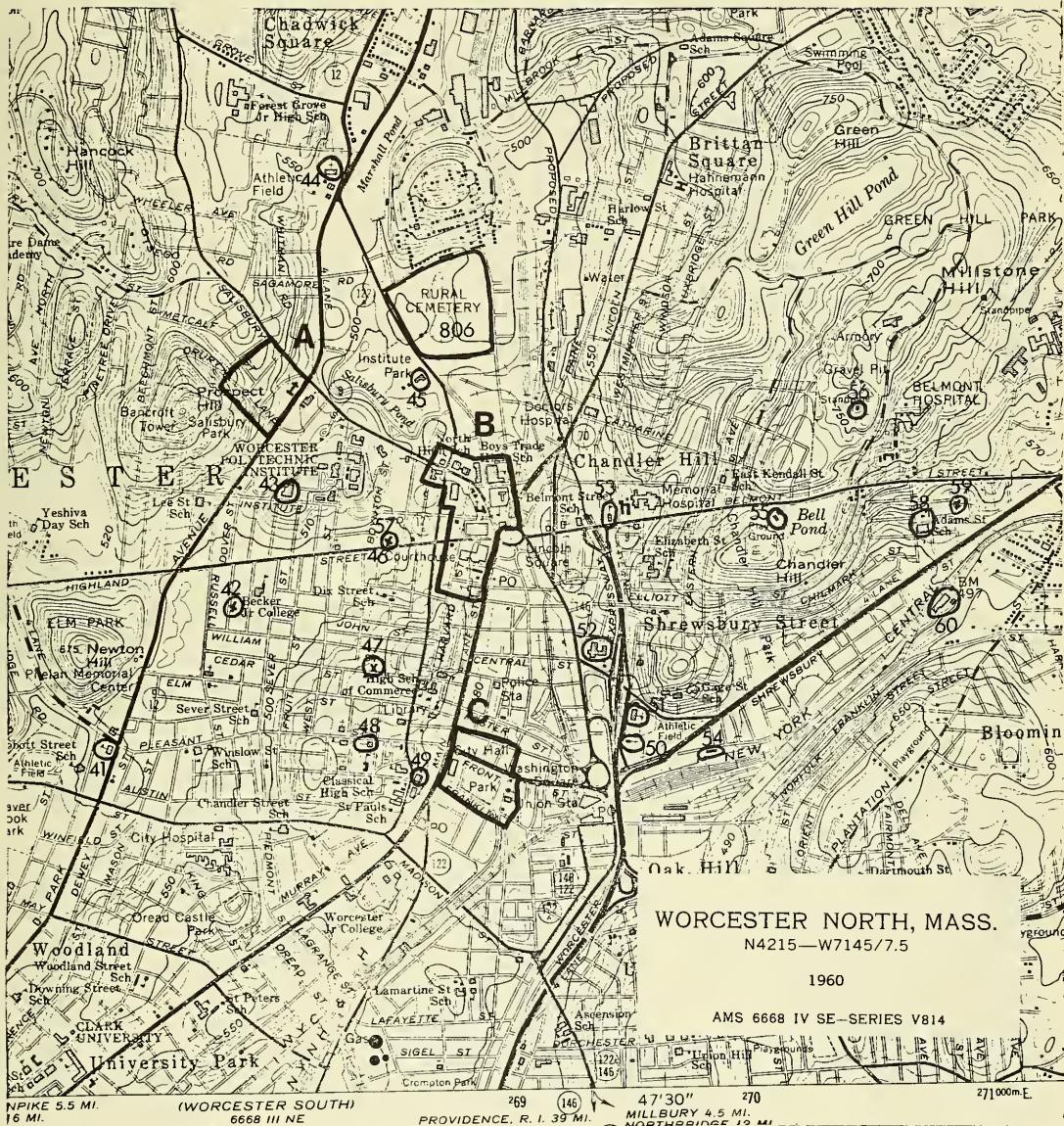
If the permanent base map used by the local historical commission is small scale (such as the U. S. Geological Survey maps used by the Massachusetts Historical Commission) the survey team should not try to crowd all of the inventory numbers of properties included in an area onto the base map. The area should be outlined, and, if room allows, the inventoried properties circled. The sketch map would then provide the exact locations and numbers of the inventoried properties within the area. The illustrations on pages 21 and 22 show how Areas A, B, and C and properties #41-61,806 might appear on an U. S. Geological Survey map in first an urban community and then a rural community.

■ SUBMISSION OF COMPLETED FORMS

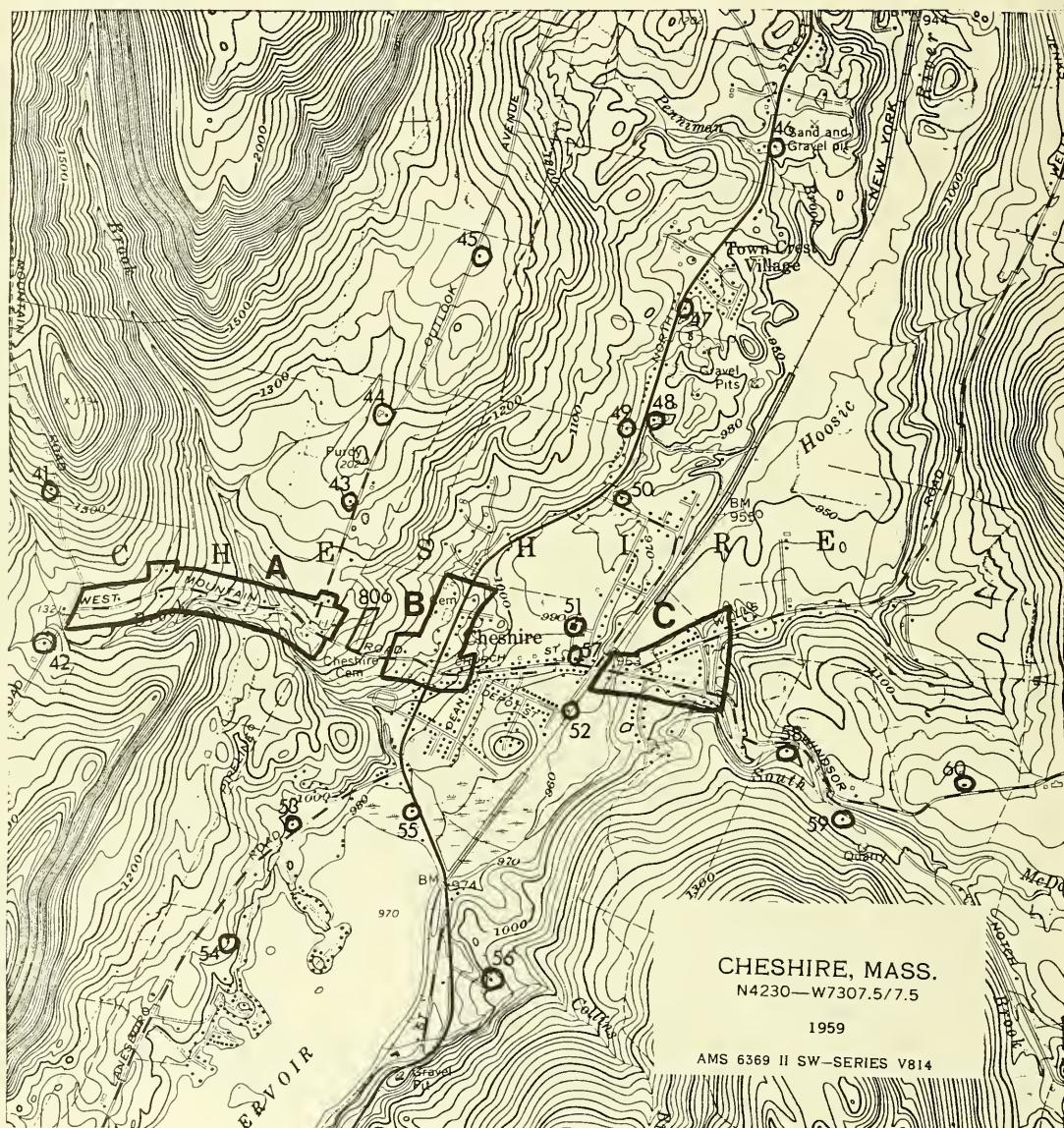
The survey team should retain photocopies of the completed inventory forms and submit the originals including photos to the Massachusetts Historical Commission. The draft inventory forms used during the field survey and research phases should also be retained by the survey team for reference. The local historical commission should catalogue all records, photographs, maps, and forms pertaining to a property and/or area and make individual files for these records. They should keep these files in an accessible location, perhaps in the public library or town or city offices.

Each completed inventory form submitted to the Massachusetts Historical Commission must contain a photograph (see Field Survey: Photography), a sketch map (see Processing: Sketch maps), and a statement of significance (see Research), in order to be included in the state inventory. Do not wait until the survey has been completed to submit inventory forms. Groups of forms, perhaps by area or street, should be submitted as completed. This is particularly important for forms on areas or properties which might be threatened.

Sample U. S. Geological Survey map: Urban community



Sample U. S. Geological Survey map: Rural community



CHESHIRE, MASS.
N4230—W7307.5/7.5

1959

AMS 6369 II SW-SERIES V814

The Completed Forms

EVALUATION

The survey of the historic assets of a community must be evaluated before specific recommendations for action can be made. Obviously, not all properties inventoried are of equal significance and recommendations for their protection and preservation will depend upon their relative significance. Different types of action will be appropriate for different types of properties. From the evaluation of the survey the community can establish priorities for action for the most significant areas, buildings, monuments, sites, burial grounds, and structures, taking into consideration any immediate or potential threats to specific properties.

After the survey has been completed and submitted to the Massachusetts Historical Commission office, it is incorporated into the State Historic Preservation Plan. This plan is the basis of all preservation activity at the state level, so it is vital that the inventory be accurate, and that it has been reviewed by the local historical commission before it is submitted to the state commission. Because the state staff cannot be as familiar with the local communities as are the residents, this office depends on local input and local quality control of the inventory.

Preparation of a local preservation plan

Once the survey is complete it is possible and necessary to formulate a local preservation plan. This can be a written and published plan, incorporating the inventory and including concrete recommendations for future preservation actions, or an informal working plan which gives the local community an idea of what preservation activities are proposed for the future. In either case, the recommendations for action should be based on the priorities established after review of the survey.

The local preservation plan, either formal or informal, should be incorporated into the master plan of the community. It is important to the overall planning process that all available information is at hand, including the data compiled from the inventory of the historic resources of the city or town. The effect any town action will have on historic properties must be considered equally with the effect of a project on the natural environment. Concern for and protection of the historic resources of the Commonwealth must take its place in the planning process at all levels, beginning at the local level.

■ PRACTICAL APPLICATIONS

Environmental Impact Statements and Reports

One of the most important functions of the inventory is to locate significant historic properties and to provide information for the assessment of the effect a project will have on these properties. All state and Federal agencies, when planning a project, must determine what effect the project will have on the environment, both natural and man-made, and must prepare an Environmental Impact Statement or Report if there will be any effect, beneficial or adverse. This means that historic properties must be considered in the earliest project planning stages. Without the inventory, the historic resources of a community cannot be identified and protected from possible effects of a public project.

National Register of Historic Places

The priority listing for potential National Register properties is based on the inventory. Properties which have local, state, or national significance and which meet the following general criteria can be considered for nomination to the National Register of Historic Places: Districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling and association and that are significant in American history, architecture, archeology, or culture. Further information on the National Register program is available from the Massachusetts Historical Commission office.

Local Historic Districts

On the basis of the inventory, the local historical commission or other group conducting the inventory can determine if there are areas which might be established as local historic districts under the provisions of Chapter 40C of the General Laws. It is the responsibility of the locally appointed historic district study committee to do the final study for such a district, but the inventory can identify areas to which the study committee should give first priority. A manual, Establishing Local Historic Districts, is available from the Massachusetts Historical Commission office.

Preservation restrictions

Listing in the inventory may sometimes encourage a property owner to place a preservation restriction on his property. Such restrictions are drawn up by the owner and his lawyer, and contain those provisions upon which the owner decides. These can include restrictions, running with the deed, on the alteration of some or all exterior and/or interior architectural features of the house. Chapter 184 Sections 31-33 of the General Laws should be consulted before preparing a preservation restriction.

Adaptive re-use

Because of the ever increasing cost of construction, it is becoming economically feasible to re-use older buildings as an alternative to demolition. The inventory can assist the local historical commission in identifying those older buildings which would be viable to rehabilitate and restore. The local historical commission could then advise private developers interested in the preservation of historic properties about such buildings.

Historical markers

Communities may wish to place markers, relating historical information, on inventoried properties of special significance. These markers can be designed so they are attractive and inexpensive, and can help to create awareness of the local historic resources.

■ COMMUNITY EDUCATION

One of the most vital aspects of the survey effort is the education of the community in regard to its historic resources. Today rapid development, new construction, and insensitivity to pre-existing cultural resources increasingly threaten historic properties. If the community is not made aware of these properties, they will be unable to protect them, both on the local level and by enlisting the assistance of the state historical commission. The education process begins when the survey is being conducted, and should continue when the historic assets are identified, the information recorded, and the survey made accessible. Some cities and towns have found it useful to:

1. enlist students to participate in the survey effort
2. place bound copies of the inventory in schools and public libraries
3. compile a slide show with a taped commentary, if possible, for local distribution
4. prepare a lecture or series of lectures concerning general or specific local preservation problems
5. publish a town or city map which identifies historic properties (with the property owner's permission)
6. conduct walking tours, based perhaps on the aforementioned historical map
7. publish newspaper articles concerning significant historic properties.

FORM A - AREA SURVEY

INSTRUCTIONS

1. Town

Name of area (if any)

Name of community.

Historic or common name of area, i.e. South Village, Monument Park, South End, Chestnut Street, Town Common.

2. Photo

Staple 3"x3" or 3"x5" black and white photograph onto form. (not polaroid)

3. General date or period

Period of major significance or when majority of buildings were constructed.

4. Is area uniform? (explain)

in style?

Is there a prevailing style, i.e. Federal, Greek Revival, Colonial Revival? If there is a prevailing style answer "yes" and indicate style. If a variety of styles exist, answer "no" and indicate predominate styles.

in condition?

If area is generally well-maintained or in a general state of decline answer "yes" and indicate which is the case. If not, explain.

in type of ownership?

If area is all privately or all publicly owned answer "yes" and specify. Otherwise, indicate major category of ownership, i.e. primarily private residences with several public buildings.

in use?

If area is zoned exclusively residential, commercial, etc., answer "yes" and specify. If not, indicate major zones within the area, i.e. light manufacturing, commercial-retail, residential, industrial, etc.

5. Map

Sketch map to show general area with all buildings, monuments, sites, burial grounds, and structures indicated. Circle properties for which inventory forms have been prepared.

6. Recorded by Name of person who completed form.

Organization Name of organization conducting inventory.

Date Date form was completed.

7. Historical data Statement of significance should include a descriptive paragraph of area as well as an explanation of the area's development. Important properties and their relationships to the area as a whole should be discussed.

8. Bibliography Give references for information contained on form.

Please use the INVENTORY FORM CONTINUATION SHEET (sample, p. 43) to continue any item for which there is insufficient space on the inventory form.

FORM A - AREA SURVEY

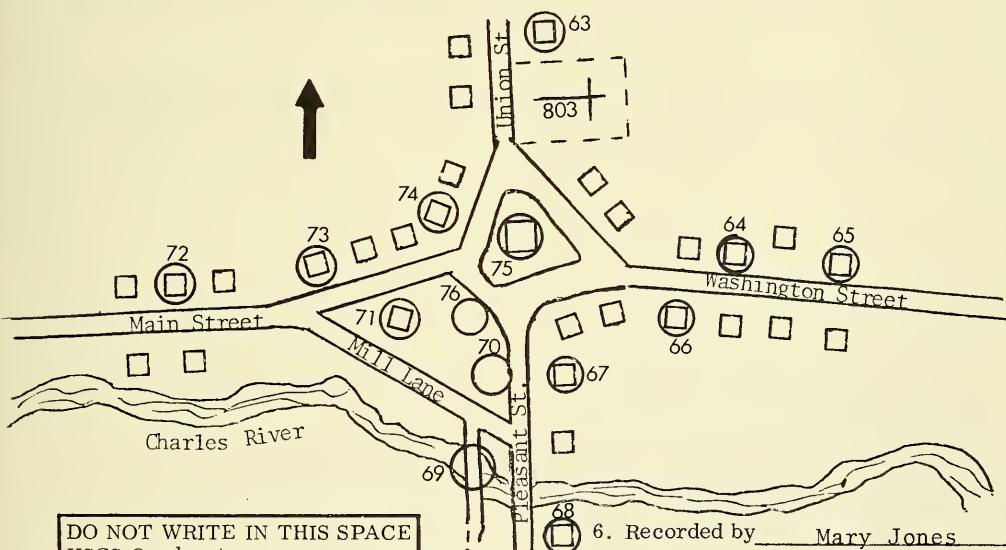
MASSACHUSETTS HISTORICAL COMMISSION
Office of the Secretary, State House, Boston

Form numbers in this area	Area no.
---------------------------	----------

63 - 76, 803	G
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5. Map. Use space below to draw a general map of the area involved. Circle any historic properties for which individual reports are completed on Forms B thru F, using corresponding numbers. Show street names (including route numbers, if any) and indicate north. Indicate existing houses not inventoried on Form B.



DO NOT WRITE IN THIS SPACE
USGS Quadrant _____

MHC Photo no. _____

6. Recorded by Mary Jones

Organization Pleasantville Historical
Commission

Date 10/29/75

(over)

7. Historical data. Explain the historical/architectural importance of this area.

The South Village section of Pleasantville was the first area of settlement in Pleasantville, dating from 1725. The Old Burial Ground (#803) is the only visual evidence from that period. The early settlers built a meetinghouse in 1750 (#70) which has since been demolished. A small monument marks the site of the meetinghouse near the intersection of Pleasant Street and Mill Lane.

The development around the small town green gained momentum in the early half of the 19th century with the construction of several fine Federal and Greek Revival residences. These were the homes of the proprietors of the small factories originally located along the river off of Main Street and Mill Lane. The main industry was comb manufacture and one factory employed as many as fifty people at the height of its activity.

Placement of the railroad in the mid 19th century through the northern part of the community shifted development away from South Village, which, as a result, has not changed significantly since that time. A significant structure in the area is the Town Bridge (#69) which crosses the Charles River. The bridge joins Mill Lane to a small town owned park the acquisition of which was intended to preserve the scenic vistas provided by the river.

The area has a small commercial center exhibiting both the adaptive reuse of early 19th century residential structures and minor new construction.

The area is significant both architecturally, containing many fine 19th century houses, and historically, as the original town center.

8. Bibliography and/or references such as local histories, deeds, assessor's records, early maps, etc.

J. M. Bartlett, History of Pleasantville, Massachusetts, Boston 1965.

Pleasantville Assessor's Records, Town Hall.

1831 map of Pleasantville, surveyed by John G. Hales

FORM B - BUILDING SURVEYINSTRUCTIONS

1. Town	Name of community.
Address	Address of property; include street number.
Name	Historic name of property; usually the name of the original owner, name of the most important occupant or a combination of both, i.e. Bryant-Cushing House.
Present use	Present use of the property.
Present owner	Name of the present owner.
2. Photo	Staple 3"x3" or 3"x5" black and white photograph onto form. (not polaroid)
3. Description	
Date	Exact or approximate date of construction.
Source	Source of date.
Style	Architectural style of building; leave blank if not sure of style.
Architect	Name of architect (if known); if builder is known, indicate, i.e. John Brown - builder.
Exterior wall fabric	Material used on the exterior such as wood, clapboard, brick, etc.
Outbuildings	Note any significant dependent buildings such as barns, carriage houses, stables, sheds, etc.
Other features	Note any significant features of the property such as architectural details, gardens, landscaping, etc.
Altered	Note alterations with dates.
Moved	State whether the building has been moved and when.

4. Map	Sketch map to show exact location of property in relation to other properties.
5. Lot size	Check either "one acre or less" or "over one acre"; give exact acreage if known.
Approximate frontage	Indicate frontage in feet.
Approximate distance from street	Indicate in feet distance from road to building.
6. Recorded by	Name of person who completed form.
Organization	Organization conducting inventory.
Date	Date form was completed.
7. Original owner	Name of original owner (if known).
Original use	Indicate original use of building.
Subsequent use	State all subsequent uses of building and approximate dates.
8. Themes	Check category(s) for which the property is significant.
9. Historical significance	Statement of historical significance explaining why the building was inventoried. Elaborate on each theme checked in number 8.
10. Bibliography	Give references for information contained on form.

Please use the INVENTORY FORM CONTINUATION SHEET (sample, p. 43) to continue any item for which there is insufficient space on the inventory form.

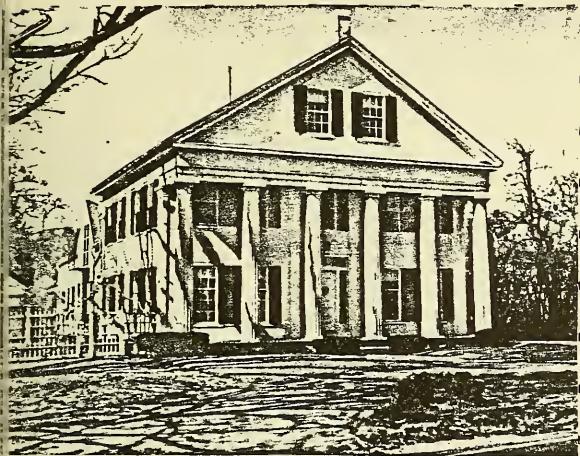
Please note: Individual sets of instructions have not been prepared for Forms C - F (pages 35-42) as these are similar in content to the Form B. A separate manual on burial grounds is available from the Massachusetts Historical Commission.

FORM B - BUILDING

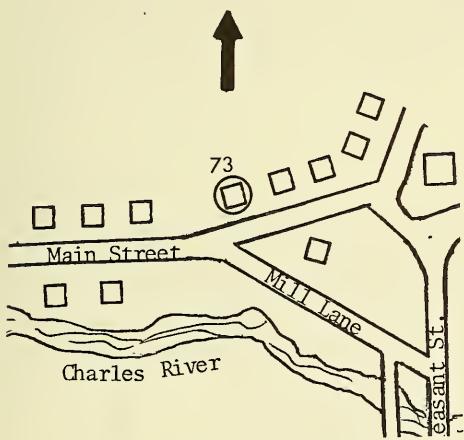
MASSACHUSETTS HISTORICAL COMMISSION
Office of the Secretary, State House, Boston

In Area no.
G

Form no.
73



4. Map. Draw sketch of building location in relation to nearest cross streets and other buildings. Indicate north.



DO NOT WRITE IN THIS SPACE
USGS Quadrant _____

MHC Photo no. _____

1. Town Pleasantville (South Village)

Address 100 Main Street

Name Perkins Manse

Present use residence

Present owner Thomas C. Brown

3. Description:

Date c. 1830

Source Assessor's Records

Style Greek Revival

Architect attributed to Elias Carter

Exterior wall fabric clapboard

Outbuildings (describe) carriage house

Other features 2-story portico with six Doric columns

Altered rear wing Date c. 1845

Moved _____ Date _____

5. Lot size:

One acre or less Over one acre 1.7

Approximate frontage 200 feet

Approximate distance of building from street
75 feet

6. Recorded by Mary Jones
Pleasantville Historical
Organization Commission

Date 10/29/75

(over)

7. Original owner (if known) Samuel Perkins

Original use residence

Subsequent uses (if any) and dates same

8. Themes (check as many as applicable)

Aboriginal	<input type="checkbox"/>	Conservation	<input type="checkbox"/>	Recreation	<input type="checkbox"/>
Agricultural	<input type="checkbox"/>	Education	<input type="checkbox"/>	Religion	<input type="checkbox"/>
Architectural	<input checked="" type="checkbox"/>	Exploration/ settlement	<input type="checkbox"/>	Science/ invention	<input type="checkbox"/>
The Arts	<input type="checkbox"/>	Industry	<input checked="" type="checkbox"/>	Social/ humanitarian	<input type="checkbox"/>
Commerce	<input type="checkbox"/>	Military	<input type="checkbox"/>		
Communication	<input type="checkbox"/>	Political	<input checked="" type="checkbox"/>	Transportation	<input type="checkbox"/>
Community development	<input type="checkbox"/>				

9. Historical significance (include explanation of themes checked above)

Built by Samuel Perkins in c. 1830 and probably designed by the well-known local architect, Elias Carter, this Greek Revival house is large and elaborate, reflecting the prosperity of Mr. Perkins who owned a comb factory. Perkins designed several new machines which made the production of combs more efficient. He was also very active in town affairs and both he and his son, Timothy, were State representatives to the Massachusetts General Court (1838-45; 1860-64). The Perkins family lived in the house for over one hundred years, until it was sold to the present owner in 1939.

10. Bibliography and/or references (such as local histories, deeds, assessor's records, early maps, etc.)

J. M. Bartlett, History of Pleasantville, Boston 1965.

Assessor's Records, 1830-1940.

Alice Perkins, The Perkins Family History, New York 1970.

FORM C - MONUMENTS
MASSACHUSETTS HISTORICAL COMMISSION
Office of the Secretary, State House, Boston

Area G Form No. 76

STATUE	<u>MONUMENT</u>
BUST	<u>FOUNTAIN</u>
MARKER	<u>MILESTONE</u>
RELIGIOUS SHRINE	<u>BOUNDARY MARKER</u>
	<u>GROUP COMPOSITION</u>

Monument has historical connection with the following themes: (See also reverse side)

Agriculture	<u>Commerce/Industry</u>
Architecture	<u>Science/Invention</u>
<u>Art/Sculpture</u> x	<u>Travel/Communication</u>
Education	<u>Military Affairs</u> x
Literature	<u>Indians</u>
Music	<u>Development of Town/City</u>
Government	<u>Religion/Philosophy</u>

CONDITION: Excellent Good Fair Deteriorated Moved* Altered _____

IMPORTANCE of monument to area: Great Moderate None _____

MONUMENT endangered by: _____

LOCATION OF INSCRIPTION: Plaque on wall, house, post; base of monument; other _____

ENTIRE INSCRIPTION on monument: "This monument was erected in honor of those valient ment who left Pleasantville to fight in the Civil War, thus contributing to the maintainence of the Union."

DESCRIPTION**

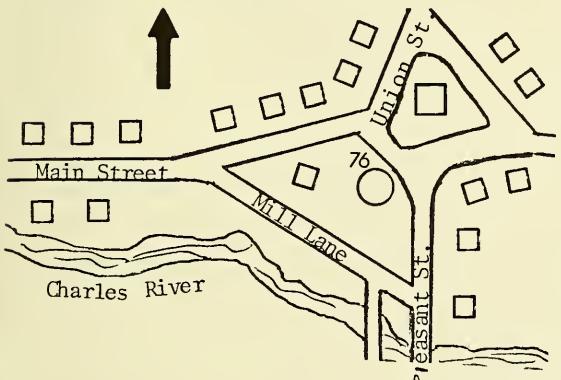
Foundation: Pedestal Base None Material polished granite

Material: Bronze Stone Marble Granite Wood Other statue

Setting (surroundings) on the town green and landscaped

Size (approximate) approx. 3 feet square base by 10 feet tall

Indicate location of monument on map below



Recorder Mary Jones
For Pleasantville Historical Commission
(Name of Organization)

Photo _____ Date Received 10/29/75

* If the monument has been moved, indicate the original location on the reverse side.

** Describe the monument on the reverse side.

GIVE A BRIEF DESCRIPTION OF SUBJECT MATTER AND/OR DESIGN OF MONUMENT

The imposing monument has a square base of polished granite with a bronze statue of a Civil War soldier standing on top, leaning on his rifle.

GIVE A BRIEF DESCRIPTION OF HISTORIC IMPORTANCE OF MONUMENT. (Refer to the theme circled on front of form. What happened? Who was important? Comment)

The statue represents a tribute to the unusually large number of farmers and laborers who left Pleasantville to fight in the Civil War. It is important not only because of its commemorative value but also because of the excellent work of the well-known sculptor, Cyrus Dallin, best known for his Indian statue, "Appeal to the Great Spirit," now standing in front of the Boston Museum of Fine Arts.

REFERENCE: (Where was this information obtained? What book, records, etc.)

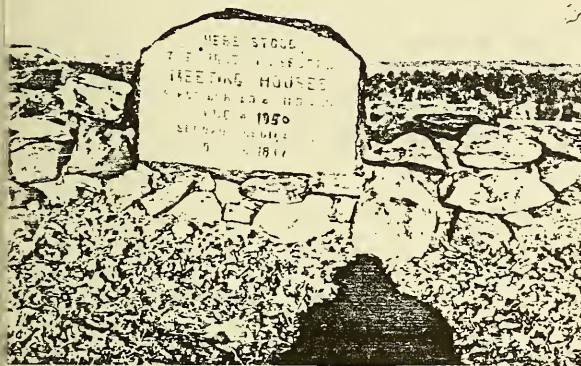
Life of Cyrus Dallin, Boston Globe 2/29/71.

J. M. Bartlett, History of Pleasantville, Boston 1965.

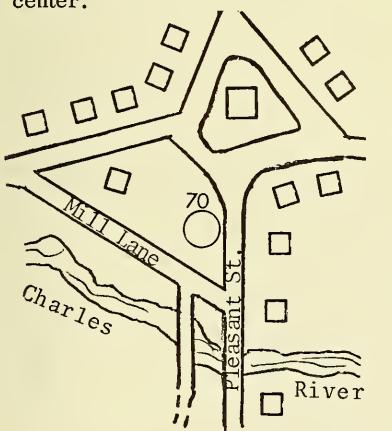
FORM D - ARCHEOLOGICAL AND HISTORIC SITES

MASSACHUSETTS HISTORICAL COMMISSION
Office of the Secretary, State House, Boston

In Area no.	Form no.
G	70



5. Map. Sketch site location in relation to nearest cross streets, structures, other sites, buildings, natural features. Indicate north and note approximate distance from town center.



DO NOT WRITE IN THIS SPACE
USGS Quadrant _____

MAS no. _____

1. Town Pleasantville (South Village)

Location Pleasant Street (on the Green)

Name Site of First Meetinghouse

Owner(s) Town of Pleasantville

3. Research:

Advanced _____ Initiated _____ Possible XX

Is site available for investigation? Yes

Estimated time needed for research 2 months

4. Cultural period:

Prehistoric-Aboriginal

Paleoindian

Archaic

Woodland-Ceramic

Unknown

Historic

Aboriginal-contact

European

Colonial

Modern

6. Value:

Importance:

Permanent

Known
Unknown

National

XX

State

XX

Local

Transitory

7. Historical significance -- use reverse side of form

8. Recorded by Mary Jones

Pleasantville Historical
Organization Commission

Date 10/29/75

(over)

9. Historical significance. Include explanation of cultural period; value (assign permanent value to sites that might be reconstructed for teaching purposes; transitory value applies to prehistoric sites now in the process of, or needing, excavation); importance (such as association with important persons or events).

Site of the first meetinghouse built in 1750 shortly after the settlement of South Village, later incorporated as part of Pleasantville. Excavation of the site may unearth pottery fragments, etc., used as fill in the basement area when the meetinghouse was demolished in 1816 and a larger one built elsewhere in town. The importance of the site lies in its associative values to the town.

10. Bibliography, references and/or documentation.

1831 map of Pleasantville, surveyed by John G. Hales
J. M. Bartlett, History of Pleasantville, Boston 1965.

FORM E - BURIAL GROUNDS

MASSACHUSETTS HISTORICAL COMMISSION
Office of the Secretary, State House, BostonReligious affiliation non-denominationalOwner Town of Pleasantville

Who has further information about burial ground?

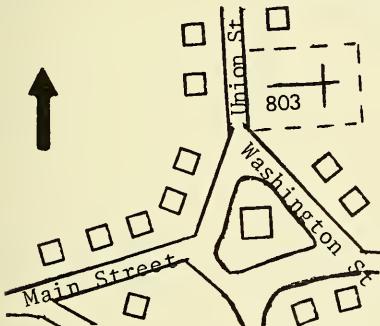
Cemetery Commission(Address) Town HallWhat type information: lot plans inscriptions
gravestone descriptions other1. Town PleasantvilleLocation Union Street (South Village)Name Old Burial GroundCondition: Well kept up XX Neglected
(if neglected, explain how)Approx. number gravestones 60Earliest death date 1726Most recent death date 1850

2. HISTORY OF BURIAL GROUND

The earliest gravestone is that of a small child who moved here with her parents at the time the town was settled. The town soon outgrew the small plot allotted to burials and established another cemetery elsewhere. Many of the early settlers are buried here, some of whom died from a smallpox epidemic.

3. MONUMENTS-Overall condition: upright fallen (approx. no.) Good inscription legibility

4. MAP:

Footage from street approx. 10 feetName of Recorder Mary JonesPleasantville Historical
Organization Commission Date 10/29/75For MHC use: USGSForm # 803

5. INDIVIDUAL STONES

A. Architectural or Sculptural Monuments

B Pre-1830 Stones

FORM F - STRUCTURE

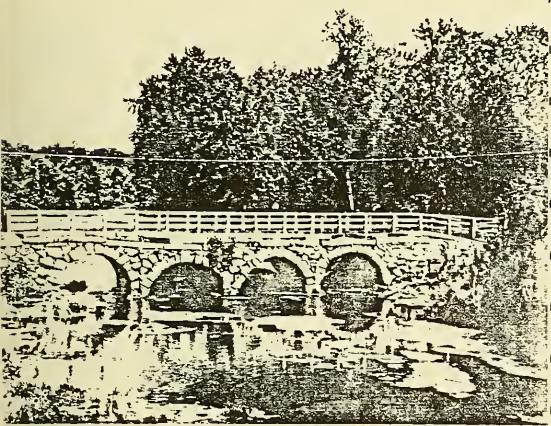
MASSACHUSETTS HISTORICAL COMMISSION
Office of the Secretary, State House, Boston

In Area no.

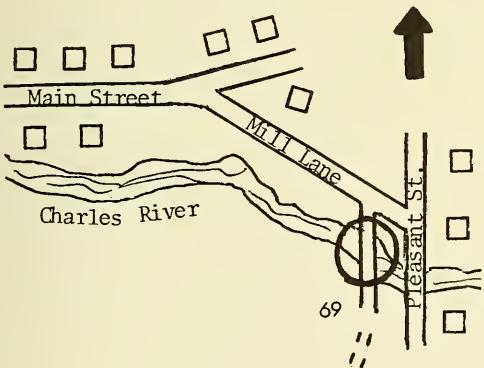
G

Form no.

69



4. Map. Draw sketch of structure location in relation to nearest cross streets, buildings, other structures, natural features. Indicate north.



DO NOT WRITE IN THIS SPACE	
USGS Quadrant _____	
MHC Photo no. _____	

1. Town Pleasantville (South Village)

Address off Mill Lane (across river)

Name Town Bridge

Present use bridge (restricted)

Present owner Town of Pleasantville

3. Type of structure (check one)

bridge	<input checked="" type="checkbox"/>	pound
canal	<input type="checkbox"/>	powder house
dam	<input type="checkbox"/>	street
fort	<input type="checkbox"/>	tower
gate	<input type="checkbox"/>	tunnel
kiln	<input type="checkbox"/>	wall
lighthouse	<input type="checkbox"/>	windmill

other _____

5. Description

Date 1780

Source Assessor's Records

Construction material rough hewn granite

Dimensions 14' wide by 300' length

Setting wooded at either end

Condition good

6. Recorded by Mary Jones

Pleasantville

Organization Historical Commission

Date 10/29/75

(over)

7. Original owner (if known) Town of Pleasantville

Original use bridge

Subsequent uses (if any) and dates same

8. Historical significance.

Example of early stone construction. It has been cited as such to the Society of American Bridge Engineers by the Massachusetts Department of Public Works. Built in 1780 Town Bridge is one of the oldest stone bridges in Massachusetts. The bridge served as the main route to the south of town until a new highway was constructed parallel to it in 1870 (Pleasant Street).

9. Bibliography and/or references such as local histories, deeds, assessor's records, early maps, etc.

J. M. Bartlett, History of Pleasantville, Boston 1965

INVENTORY FORM CONTINUATION SHEET

MASSACHUSETTS HISTORICAL COMMISSION
Office of the Secretary, Boston

Community:	Form No:
Property Name:	

Indicate each item on inventory form which is being continued below.

SAMPLE

Bibliography

GENERAL REFERENCE

Fleming, John, et al. Penguin Dictionary of Architecture. Penguin, 1973.

Historic American Buildings Survey. Recording Historic Buildings. Compiled by Harley J. McKee. Washington, D. C., 1970.

Massey, James. Architectural Surveys. Revised ed. National Trust for Historic Preservation, Washington, D. C., 1967.

McKee, Harley J. Amateur's Guide to Terms Commonly Used in Describing Historic Buildings. Society for the Preservation of Landmarks in Western New York, Rochester, 1970.

Saylor, Henry H. Dictionary of Architecture. John Wiley & Sons, New York, 1952.

SUGGESTED READING

Fitch, James Marston. American Building. Vol. I: The Historical Forces that Shaped it. 2nd ed. revised. Boston: Houghton Mifflin Company, 1966.

Hamlin, Talbot. Greek Revival Architecture in America. New York: Dover Publications, Inc., 1964. (paperback.)

Hitchcock, Henry-Russell. Architecture; Nineteenth and Twentieth Centuries. 2nd ed. Baltimore: Penguin Books, 1963. (paperback.)

Kimball, Fiske. Domestic Architecture of the American Colonies and of the Early Republic. New York: Dover Publications, Inc., 1966. (paperback.)

Morrison, Hugh. Early American Architecture from the First Colonial Settlements to the National Period. New York: Oxford University Press, 1952.

Pierson, William H., Jr. American Buildings and Their Architects: The Colonial and Neoclassical Styles. New York: Doubleday & Company, 1970.

Whiffen, Marcus. American Architecture Since 1780: A Guide to the Styles. Cambridge: M.I.T. Press, 1969.



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Mass. Historical Commission c.1
Me Historic properties survey manual
Hi

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